



CITY OF HOUSTON

Job Posting

	Correction	Correction	Correction
1	<div>Applications accepted from:ALL PERSONS INTERESTED</div>		
2	<div>Job ClassificationAssistant Director(Executive Level)</div>		
3	<div>Posting NumberPN# 100915</div>		
4	<div>DepartmentDepartment of Finance & Administration</div>		
5	<div>DivisionBudget and Finance Division</div>		
6	<div>Section</div>		
7	<div>Reporting Location611 Walker, 10th Floor</div>		
8	<div>Workdays & HoursVaried, normally M-F *</div> <div>*Subject to change</div>		
9	<div>DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS</div> <div>Directs and manages personnel in the direction, development, implementation, administration and operations of various systems, plans and projects. Prepares and manages the City’s operating, equipment and capital budgets and debt financing plan; serves as the primary assistant to the Director of Finance and Administration Department for budget and finance matters; serves as analytical arm of the Finance and Administration Department in the evaluation of complex programs; serves as the chief liaison between the City and the investment banking community; serves as the City’s performance manager.</div>		
10	<div>WORKING CONDITIONS</div> <div>This position is physically comfortable; the individual has some discretion about walking, standing, etc.</div>		
11	<div>MINIMUM EDUCATIONAL REQUIREMENTS</div> <div>Requires a Bachelor’s Degree in Business Administration, Public Administration or closely related field.</div>		
12	<div>MINIMUM EXPERIENCE REQUIREMENTS</div> <div>Seven (7) years of administrative experience are required, with at least three of those years in a managerial capacity. A Master’s degree may be substituted for two years of experience.</div>		
13	<div>MINIMUM LICENSE REQUIREMENTS</div> <div>None</div>		
14	<div>PREFERENCES</div> <div>Prefer knowledge of municipal accounting and reporting procedures and systems.</div>		
15	<div>SELECTION/SKILLS TEST REQUIRED</div> <div>None.</div>		
	<div>SAFETY IMPACT POSITION<input checked="" type="checkbox"/> Yes<input type="checkbox"/> No</div> <div>If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.</div>		
17	<div>SALARY INFORMATION</div> <div>Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:</div> <div>Salary Range - Pay Grade 32</div> <div>\$2,257.00 - \$4,110.00 Biweekly\$58,682.00 – \$106,860.00 Annually</div>		
18	<div>OPENING DATE</div> <div>September 29, 2004</div>		
19	<div>CLOSING DATE</div> <div>OPEN UNTIL FILLED</div>		
20	<div>APPLICATION PROCEDURES</div> <div>Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. The City of Houston, Human Resources TDD phone number is 713/837-9496. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</div> <div>An equal opportunity employer</div>		